

DATE: 28 February 2024

TITLE: Buyer

DEPARTMENT: General : Purchasing

REPORTS TO: Inside Sales Manager

FLSA: Non-Exempt

Position Summary

Responsible for daily procurement processes averaging over \$10MM annually. Evaluate and maintain appropriate inventory levels for stock items. Identify new stock items. Evaluate and recommend appropriate suppliers, costs, and processes. Support branch locations. Maintain supplier relationships.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Place purchase orders and maintain appropriate inventory levels for stock items
- Evaluate and recommend new stock items and their preferred stock level
- Place purchase orders for non-stock items
- Maintain supplier price lists; evaluate purchase discounts
- Place purchase orders and branch transfers to support branch locations
- Evaluate and manage the RFQ (request for quote) process. Review quotes, analyze supplier proposals, determine appropriate sources
- Evaluate and maintain supplier relationships, domestically and internationally
- Assist with purchasing analytics
- Assist with transportation sourcing initiatives
- Study market prices and trends
- Maintain NCM (nonconforming material) return and disposition
- Identify continual improvement opportunities in the procurement process
- Work with and ensure seamless communication with Inside Sales, Warehouse, and Accounting Personnel
- Perform other work-related duties as assigned

Minimum Qualifications (Education, Experience, Skills)

- Bachelor's degree in business, supply chain management, or related field; or equivalent experience; and continuing education related to the job function
- Minimum 2-5 years recent purchasing experience and thorough knowledge of shipping and receiving functions and processes
- Experience purchasing standard fasteners
- Thorough knowledge of purchasing policies, processes, and procedures
- Demonstrated ability in process development and refinement
- Knowledge of warehouse and inventory control policies and procedures
- Proficient in Microsoft Office Suite, especially Excel
- Able to self-start and work independently; able to complete tasks on time, plan effectively, set priorities
- Excellent communication skills (verbal/written/interpersonal)
- Meticulous attention to detail

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

The noise level in the work environment is usually moderate.

Note:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Please email resume to Kristin Glink to apply at kglink@swaco.com